



INFORMATION FOR VOLUNTARY CANCELLATION OF AN EXTRAPROVINCIAL COOPERATIVE ASSOCIATION

Thank you for your request on how to cancel the registration of an extraprovincial cooperative association under section 197.1 of the *Cooperative Association Act*.

Note: If a document to be filed has errors and requires correction, then those corrections must be made and returned to this office within the 24 hour period to maintain priority status.

STEP ONE

Send your document, with cheque or money order payable to the Minister of Finance, to:

In order to cancel a registration, the extraprovincial cooperative association must file a notice (see [Sample No. 1](#)) with the registrar, **originally signed** by a current officer or director, indicating the extraprovincial cooperative association has ceased to carry on business in British Columbia.

Mailing Address:
Corporate Registry
PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3

The extraprovincial cooperative association will be cancelled on the date set by the registrar once the notice has been filed, and the submitting party will receive confirmation of the cancellation from the registrar. The registrar will publish, in the British Columbia Gazette, a notification of the cancellation.

ADDITIONAL INFORMATION

For information regarding completion of your voluntary cancellation documentation, contact the Corporate Registry at **1 877 526-1526**. Corporate Registry staff **cannot** provide legal or business advice.

STEP TWO

The filing fee required for cancellation of an extraprovincial cooperative association registration is \$20.

All filings are processed on a first-come, first-served basis unless you pay an additional priority fee. If you wish the filing to be processed on a **priority basis**, an **additional \$100** will be required. If the filing is being submitted on a priority basis, clearly indicate on both the envelope and the filing that the submission is a priority.

A priority service is considered completed when the document is filed or the service request is completed. Turnaround is usually within 24 hours.

SAMPLE NO. 1

Sample of the notice of cancellation to be
signed by a current officer or director

Cooperative Association Act
SECTION 197.1

NOTICE

To: Registrar of Companies
British Columbia

[Insert full extraprovincial cooperative association name] – this document confirms that it has ceased to carry on business in the Province of British Columbia and requests the Registrar of Companies cancel its registration as an extraprovincial cooperative association under section 197.1 of the *Cooperative Association Act*.

Dated this ***[insert day]*** of ***[insert month]***, ***[insert year]***.

[signature of officer or director]

[name of officer or director]

[relationship to extraprovincial cooperative association]